



## UNITED STATES MARINE CORPS

MARINE FORCES RESERVE  
4400 DAUPHINE STREET  
NEW ORLEANS, LOUISIANA 70146-5400

IN REPLY TO:  
ForO 5110.2A  
G-1

FEB 25 2003

### FORCE ORDER 5110.2A

From: Commander  
To: Distribution list

Subj: POSTAL PROCEDURES

Ref: (a) DOD 4525.6-M  
(b) OPNAVINST 5112.2  
(c) MCO P5110.6B  
(d) MCO P5110.4

Encl: (1) OFFICIAL MAIL SEMI-ANNUAL FINANCIAL EXPENDITURE  
REPORT

Reports Required: See enclosure (1)

1. Purpose. To promulgate amplifying instructions and procedures for the administration and processing of United States Postal Service (USPS) mail within Marine Forces Reserve (MARFORRES) per the references (a) through (d).

2. Cancellation. ForO 5110.2.

3. General. Military postal service constitutes a primary and vital means for the transmission of official communications and material between military departments and for personal mail to and from members of MARFORRES. Efficient postal and mail handling procedures depend largely on the supervision and service rendered by responsible personnel at all levels. In order to maintain a high standard of efficiency in the postal service throughout MARFORRES, uniformity in mail handling procedures must be maintained.

4. Action. This order is directive in nature, and applicable to all personnel and units of this command and serves as the basis for the handling of U.S. Mail. All leaders will ensure compliance with this order.

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5. Reporting Units

a. Non - Deployable units without a mailroom (normally those units not on a military installation), are not required to publish a mail handling directive. Units will assign, in writing, personnel authorized to receipt for and open official mail. All procedures for handling accountable official mail will be conducted per reference (a).

b. Deployable units with or without a mailroom are required to publish a mail-handling directive per reference (c). Unit(s) will review reference (b) for policies and procedures of a mailroom and ensure compliance. A semi-annual Expenditure Report (Enclosure 1) will be submitted to MARFORRES (Adj) no later than the 5th of April and October. All procedures for handling accountable official mail will be conducted per reference (a).

6. Information. Postal Officer (PO)/Assistant Postal Officer (APO)/Official Mail Manager (OMM)/Assistant Official Mail Manager (AOMM). The MARFORRES PO/APO/OMM/AOMM, assigned by the G-1, is responsible to the Commander, MARFORRES for supervision of postal affairs within MARFORRES. In addition to instructions contained in the references, responsibilities include, but are not limited to the following:

a. Apprise and advise the Commander, MARFORRES on all postal matters.

b. Maintain liaison with appropriate civil postal authorities concerning postal matters affecting MARFORRES.

c. Investigate, monitor and take appropriate action concerning all confirmed or suspected postal violations and irregularities in mail handling procedures within MARFORRES.

d. Maintain liaison with Major Subordinate Commands (MSC) PO/APO.

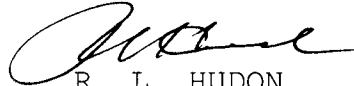
e. Provide adequate training for MSC UMRs upon request.

f. Provide personnel to augment inspection teams and/or provide individual inspector upon request by the unit commanders.

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7. Reserve Applicability. This order is applicable to the  
Marine Corps Reserve.



R. L. HUDON  
Chief of Staff

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# OFFICIAL MAIL SEMI-ANNUAL FINANCIAL EXPENDITURE REPORT

Reporting unit

PERIOD COVERED: FROM: April 1, 2002 TO: September 30, 2002

MAIL CODE	DESCRIPTION	TRANSACTIONS	
		NUMBER	EXPENDITURE AMOUNT
1001	ADDRESS CORRECTION		
1002	BUSINESS REPLY MAIL (BRM)		
1003	EXPRESS MAIL		
1004	RETURN SERVICE		
1005	METER SETTINGS		
1006	CONTRACTOR REIMBURSEMENT		
1007	PERMIT FEES		
1008	PERMIT MAILINGS		
1009	POSTAGE DUE		
1010	POSTAGE STAMPS		
1011	POSTAGE STAMP ENV/CARDS		
1012	PUBLICATIONS REQUESTER RATE		
1013	POST OFFICE BOX RENTAL		
1014	PC -BASED POSTAGE		
1015	ePOST CHARGES		
1016	OTHER CHARGES		
1999	TOTALS	0	\$0.00

Prepared by

Date

ENCLOSURE (1)

Reviewed by

Date

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Designed Using Microsoft Excel 2000, HQMC/MRP-3, May 2002

ENCLOSURE (1)